

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE  
OCTOBER 7, 1998**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, October 7, 1998, at 11 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**RESIGNATION OF COMMITTEE MEMBER AND POSSIBLE REPLACEMENTS**

Ms. Bouchard announced that Mr. Tito Madrid of the New Mexico Environment Department has resigned with the committee due to the political situation in the state. Mr. Madrid recommended Mr. David Mills, the New Mexico State Laboratory Director, as a replacement. Ms. Bouchard sent Mr. Mills the nomination forms through Mr. Madrid but had not heard anything as of this meeting. She will contact Mr. Mills directly if she does not hear anything in the next few days.

Dr. Paul Kimsey of the California Department of Health Services discussed filling the committee position vacated by Dr. Abhil-Mehdi Ali, with Mr. Art Burton, president of ACT Labs. The necessary forms have been sent to him. Mr. Burton should contact Ms. Bouchard directly about this position if he is interested.

**OTHER ISSUES**

The next issue was the Scope of Accreditation draft proposals that Mr. Perry Brake of Washington State submitted. Ms. Bouchard faxed the information to committee members before the meeting for their review. Most of committee members expressed that they preferred Alternative No. 2. Committee members mentioned that many laboratories have combined the methods presented in the proposed Scope of Accreditation and that a column for laboratory standard operating procedures (SOPs) should be added as well. It was mentioned that performance-based measurement systems (PBMS) raise questions about this issue as well. It was pointed out that it was not clear to which revision of an Act (i.e., CAA, CWA, CERCLA, FIFRA, RCRA, SWDA) the Scope of Accreditation Alternative No. 2 was referring. This is a very important detail in laboratory accreditation. Method deviations should be noted in an audit to make sure it is known that these deviations are accredited. Ms. Bouchard will talk to laboratory employees in Minnesota and reorganize the table to add columns for the laboratory's SOP numbers, what the auditor is agreeing to, notes, and the Acts' revision number.

The committee then shifted the focus to the editorial changes that Ms. Bouchard faxed before the meeting for review and discussion. The committee decided that the Standards should be reviewed and edited for internal consistency.

Mr. Tom McAnich explained the work he has been doing on the Glossary. He converted the document to Word and combined the Chapter 5 terms and Glossary terms. He stated that many

of these are the same and sent a copy to Mr. Steve Clark. The committee will discuss this at the next teleconference.

The committee discussed the changes that the Membership and Outreach Committee wants to make to the Constitution and Bylaws, and Chapter 1. The committee agreed to discuss this at the next teleconference. Ms. Bouchard will send the information to the committee members to review before the next teleconference. She stated that the changes are straightforward. Ms. Bouchard also mentioned that the Membership and Outreach Committee is revising the "Question and Answer Sheet" on NELAC. She asked that committee members let her or Ms. Irene Ronning know of any questions that they have posed to them, that they were unable to answer or were uncomfortable in answering.

### **Agricultural Laboratories**

The next issue was Agricultural Laboratories. Many committee members are interested in this issue. Ms. Bouchard feels that committee representation is important and will talk to Ms. Jeanne Mourrain to get her opinion about how to get the EPA involved. It was suggested that language be proposed at the Annual Meeting. It was noted that a disclaimer may need to be put on laboratories that do not fall under NELAC accreditation. This issue has not been resolved. The committee previously mentioned it with the issue of the NELAC logo, but they have moved the logo issue to Chapter 4 and the committee handling that chapter. Ms. Bouchard will discuss this with the Accreditation Committee.

Ms. Bouchard reviewed the upcoming schedule of teleconferences. The schedule had been revised from the previous schedule and she wanted to make sure committee members were aware of the changes.

The transfer of the small laboratory issue to the Environmental Laboratory Accreditation Board (ELAB) concerns many committee members because this was done without any prior notice. The committee wants some representation on the ELAB subcommittee handling this issue because they know the background. Mr. Robert Luna volunteered to be the Program Policy and Structure Committee volunteer. Ms. Bouchard will bring this issue up with Ms. Mourrain.

Ms. Anne Rosecrance brought up the issue of petroleum laboratories and asked if they were aware that they may fall under NELAC Accreditation. The Committee decided that the EPA Air Program needed to be informed. The committee will attempt to get Mr. Dan Bivens, Ms. Mourrain, and Ms. Elizabeth Dutrow involved in this issue during the NELAC Interim Meeting.

### **NEXT MEETING**

The next meeting of this committee will be by teleconference on October 21, 1998, at 11 a.m. EDT.

**ACTION ITEMS**  
**PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE**  
**OCTOBER 7, 1998**

<b>Item No.</b>	<b>Action</b>	<b>Date To Be Completed</b>
1.	Ms. Bouchard will contact Mr. David Mills about replacing Mr. Tito Madrid who is resigning from the Committee.	
2.	Ms. Bouchard will discuss the Scope of Accreditation Alternative No. 2 with laboratory employees in Minnesota and reorganize the table accordingly.	
3.	Ms. Bouchard will send the committee members the Membership and Outreach Committee's proposed wording changes for the Constitution and Bylaws and Chapter 1 for review prior to the next teleconference.	October 21, 1998
4.	Ms. Bouchard will discuss with Ms. Jeanne Mourrain the possibility of getting the EPA Programs more involved in the Agricultural Laboratory issue.	
5.	Ms. Bouchard will talk with Ms. Mourrain about having a PP&S Committee representative on the ELAB Subcommittee handling the Small Laboratory issue.	

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE TELECONFERENCE  
OCTOBER 7, 1998**

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